Collected Revenue Analysis In STAR

OVERVIEW

Instructions on how to identify which transactions should be recorded as collected revenue.

STEPS

1. Run WI_KK_REVENUE_OVERVIEW Query

   -Parameters
   Business Unit: Your agency's BU
   Appropriation SetID: Your agency's BU
   Budget Year: 2017
   Appropriation: %

2. Run WI_KK_RECOGNIZED_REVENUE Query

   -Parameters
   Business Unit: Your agency's BU
   Appropriation SetID: Your agency's BU
   Budget Year: 2017
   Appropriation: %

3. Run WI_KK_COLLECTED_REVENUE Query

   -Parameters
   Business Unit: Your agency's BU
   Appropriation SetID: Your agency's BU
   Budget Year: 2017
   Appropriation: %

4. Open REVENUE_RECOGNIZED_TEMPLATE Spreadsheet

5. Open REVENUE_COLLECTED_TEMPLATE Spreadsheet

6. Copy your agency's data, along with the headers (starting with column header Unit) from the WI_KK_RECOGNIZED_REVENUE query and paste it into cell A1 in the REVENUE_RECOGNIZED_TEMPLATE. If done correctly all the headers should be in bold and gray. Go to the **PivotTable** tab. Click on any cell within the PivotTable, and PivotTable Tools should pop up at the top. Hit the Analyze Tab, click the down arrow under Refresh, and hit refresh all. The Collected Revenue and Comparison Column amounts might look odd, but that will be fixed soon.

7. Copy your agency's data, along with the headers (starting with column header Unit) from the WI_KK_COLLECTED_REVENUE query and paste it into cell A1 in the REVENUE_ COLLECTED _TEMPLATE. If done correctly all the headers should be in bold and gray. Go to the **PivotTable** Tab. Click on any cell within the PivotTable, and PivotTable Tools should pop up at the top. Hit the Analyze Tab, click the down arrow under Refresh, and hit refresh all.

8. Stay on the **PivotTable** Tab in the REVENUE_COLLECTED_TEMPLATE spreadsheet and copy all the amounts in the "Sum of Collected Revenue" Column starting with J4 (this cell will most likely be blank, this is okay). You do not want to copy the header. Now go to the REVENUE_RECOGNIZED_TEMPLATE, then the **PivotTable** tab, and paste all the collected revenue amounts in the Collected Revenue column starting with cell K4. This will update the Comparison column as well.

9. If an amount is highlighted in red scroll to the left to determine the source of the revenue. Next, look up that journal, deposit, or voucher to determine if it is collected or not. TR journals are excluded. Please note in column M whether the journal, voucher, deposit, etc. should be uncollected (U) or collected (C). This will indicate to the SCO what the necessary adjustments are.

10. After this is finished go to the **Invoice and Item ID** tab in the REVENUE_COLLECTED_TEMPLATE and click on the Item ID filter arrow. Scroll all the way to the bottom and filter out any (blank) cells. Next, copy the whole PivotTable. This includes all the headers (Unit, Appn, Account, Bud Ref, Item ID, and Sum of Collected Revenue).

11. Next go to the REVENUE_RECOGNIZED_TEMPLATE, **Invoice and Item ID tab**, and paste (use CTRL + V to paste this) in cell K1.

12. Next, click on the invoice filter arrow for column E and filter out (blank) cells. Once you do this column G "Collected Revenue" and column H "Comparison" should populate.

13. These should all be correctly recorded. If an amount is in red it means that the full invoice has not been collected yet.

Note 1: The SCO and STAR are aware of some revenue transactions that are posting to the General Ledger but not to Commitment Control (REV_EST Ledger Group). This includes TR journals. The SCO is working with STAR to post these so that they are automatically returned in the queries used in the final collected revenue analysis. Additional information regarding these transactions will be communicated at that time.

Note 2. The REV_REC ledger in Commitment Control and the Trial Balance might not match because of timing differences, or because of the scenario mentioned in Note 1.

If you encounter any issues please contact Cory Johnson at Cory.Johnson@wisconsin.gov.